RI.gov

Dreamweaver **Guidebook**
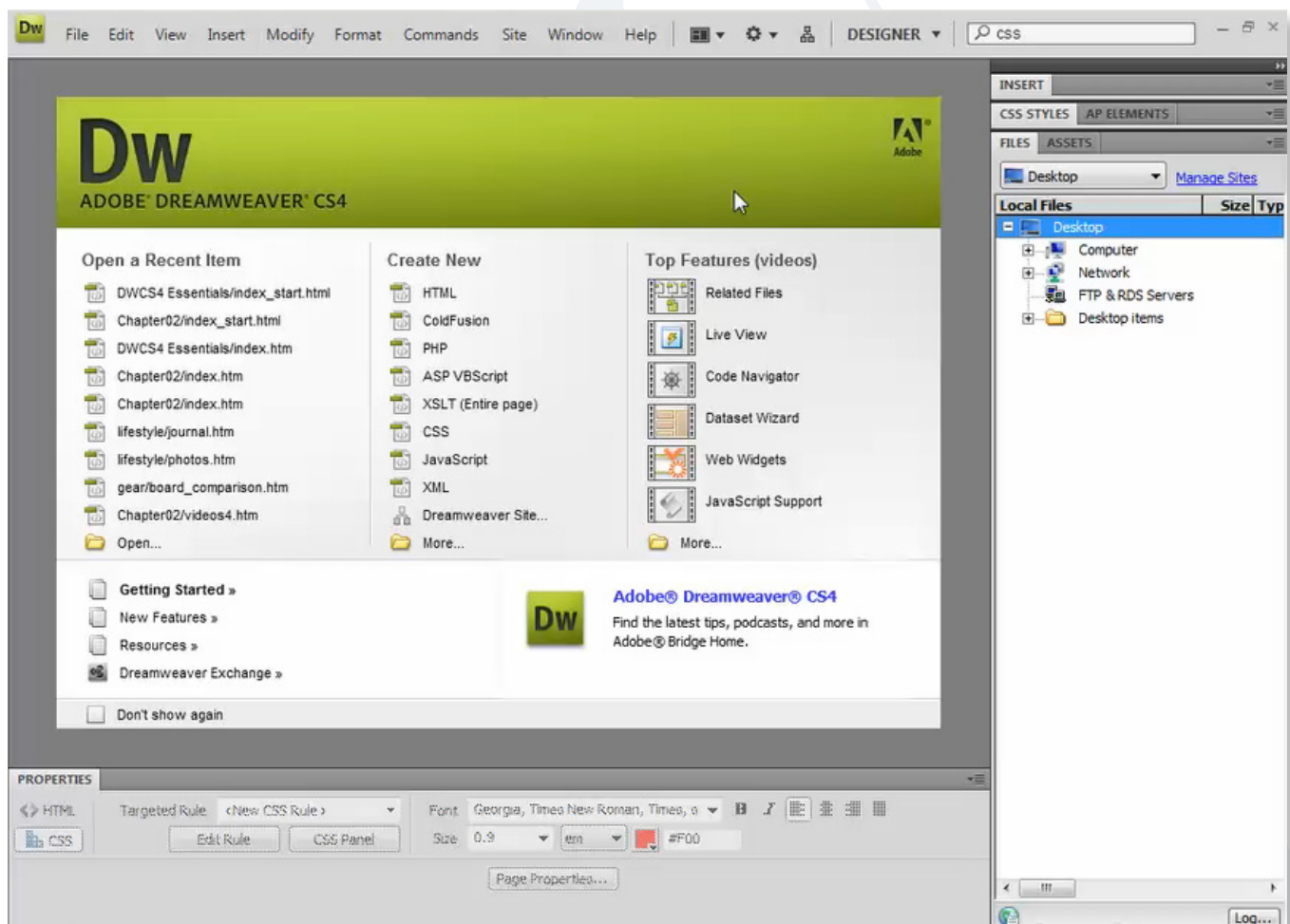
Contents

Dreamweaver

A Brief Introduction.

In this guide, we will show you the basic fundamentals for updating and maintaining your RI.gov Web site.
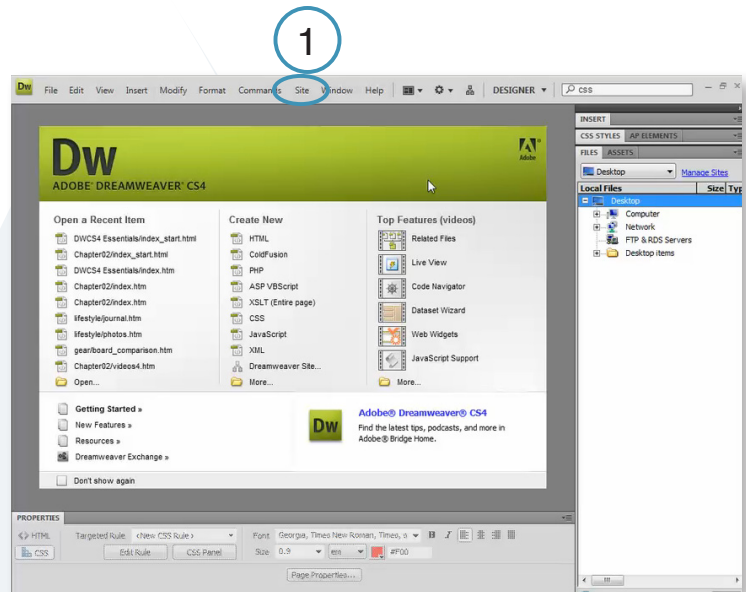
Setting up Your Local Site

Lets get started.

Creating a new local site.

Creating a site allows you to easily work with all your files in one location.
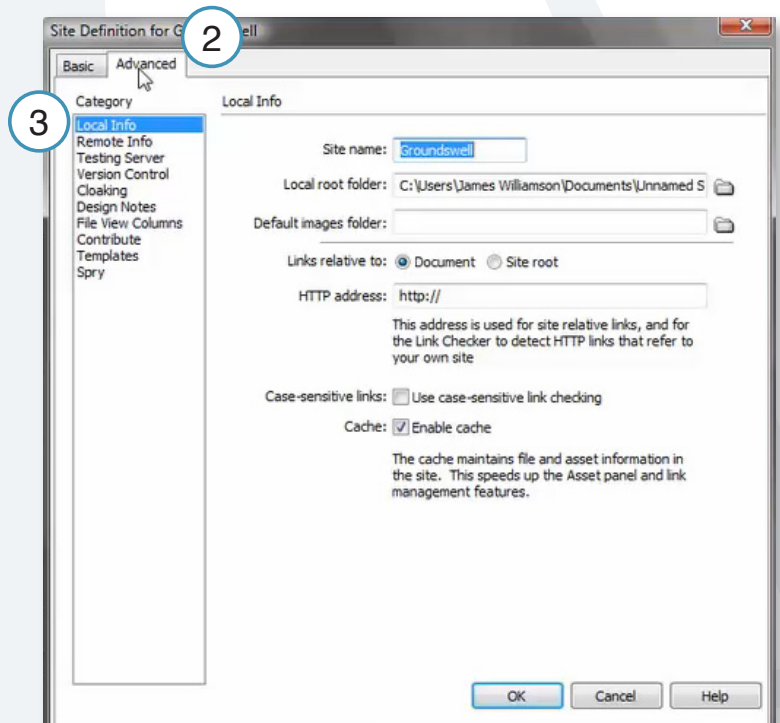
Creating a new site.

1. Go to the menu bar at the top and choose: *Site / New Site*

This will open the *Site Definition* Dialogue Box

2. Make sure you have the *Advanced* tab at the top clicked.

3. In the left panel, Make sure you select in the *Local Info* tab.

Fill in the basic site information on the right.

1. **Site name:** Fill in the name for this site. (This name is only used in Dreamweaver and is only used to help you know which site you are working on.)

2. **Local Root Folder:** Click on the folder icon to browse on your computer to the location of the root folder for your site. This is the folder where all the files for your site are kept.

3. **Default images folder**: Leave blank

4. **Links relative to**: *Document* should always be selected.

5. **HTTP address**: Leave blank
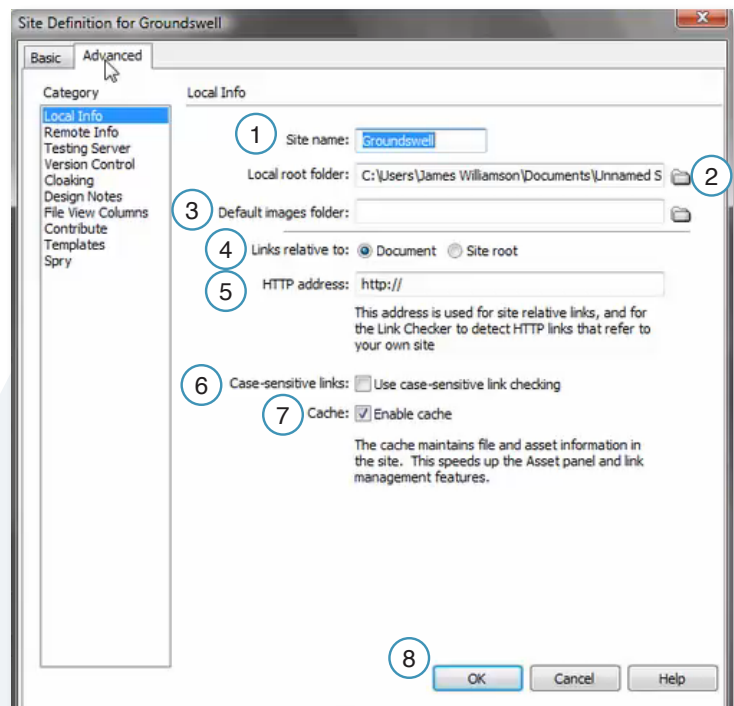
6. **Case-sensitive link checking**: Leave unchecked

7. **Cache**: Make sure *Enable cache* is checked

8. Click *OK*:

Once you click *OK,* all the files and folders for your site will now be in your *Files* panel on the right. Now you can edit, delete and add files and folders to your site right here in the *Files* panel in Dreamweaver.

You are now ready to work on your site.

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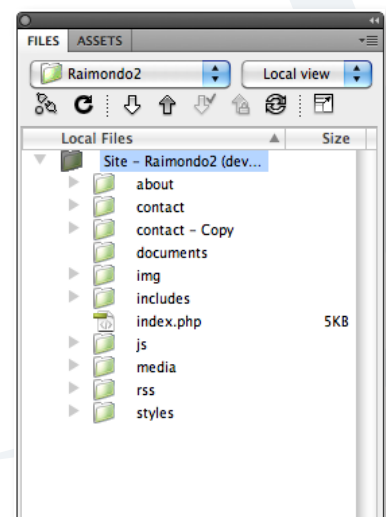
Setting up Your Remote Site

Getting connected to the server.

Before we can set up our Remote site, an FTP (File Transfer Protocol) account needs to be created. To do this, contact DoIT or IT Support and ask them to set up an FTP account for your site. Once it is set up, they will send you all the necessary information you will need to set up your Remote Site in Dreamweaver.

Once you have an FTP account ready and the information to connect, follow these next steps:

Setting up your remote site in Dreamweaver.

1. Go to *Site / Manage Sites*

-Click on the site from the list that you want to edit. Make sure it is highlighted and then click *Edit.*
(This opens *Site Definition* window)

2. On the left hand side, select *Remote Info*

3. Where it says *Access*, in the drop down menu, select *FTP*.
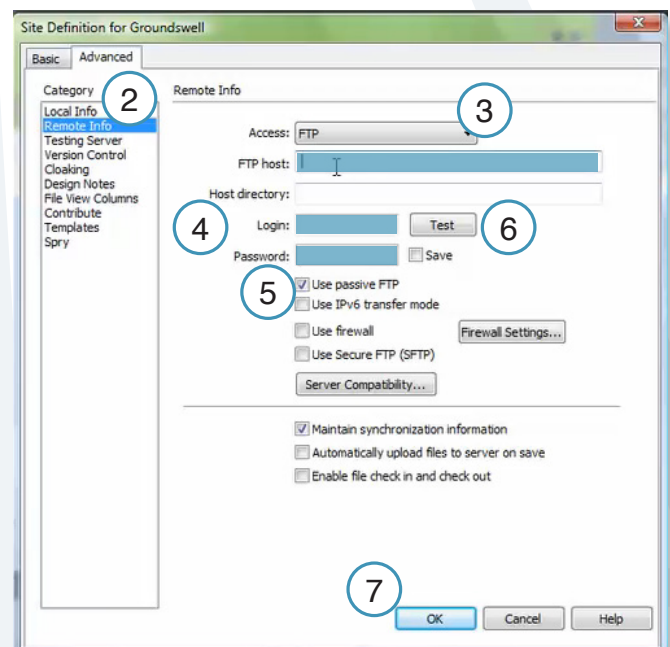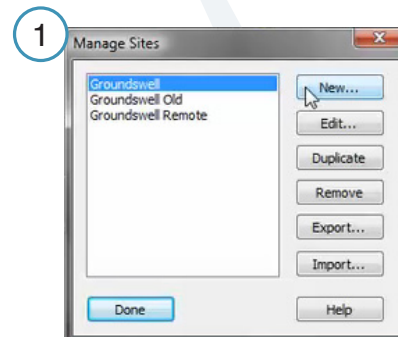
-All your host information will be given to you by DoIT or IT Support.

4. Fill in the FTP Host, Login, and Password.

5. Check the box: *Use Passive FTP*

6. Click *Test* to make sure you made the connection. (If you were unable to make the connection, contact DoIT or IT Support.)

7. When Done, click *OK*

Site Folder Overview

A brief description of the site files and how they work.

The Web site is made up of many different folders.

1. The main folder that contains all the other folders is called the *Root Folder.*

2. The *img* folder contains all the images for your site. Inside the *img* folder there are two more folders: *content* and *site.*
    -The *content* folder is where all the images you add for your site will be stored.

    -The *site* folder is were all the images for the entire Web site are stored. You will not need to add or delete anything in this folder.

3. The *includes* folder is where all the components that create the Web site are stored.
    -*footer.php* is the file where all the footer information is located.

    -*header.php* is the file where all the header information is located.

    -*menu.php* is where the navigation for the site is located.

   -*rightrail.php* is where the right side bar is located.

4. *index.php* is the main home page for the site. It is the default page when you visit the Web site.

5. The *js* folder (js stands for JavaScript) contains the files that makes the Web site dynamic. These files control the navigation drop-downs and many other things behind the scenes. You will not need to access or use any of these files.

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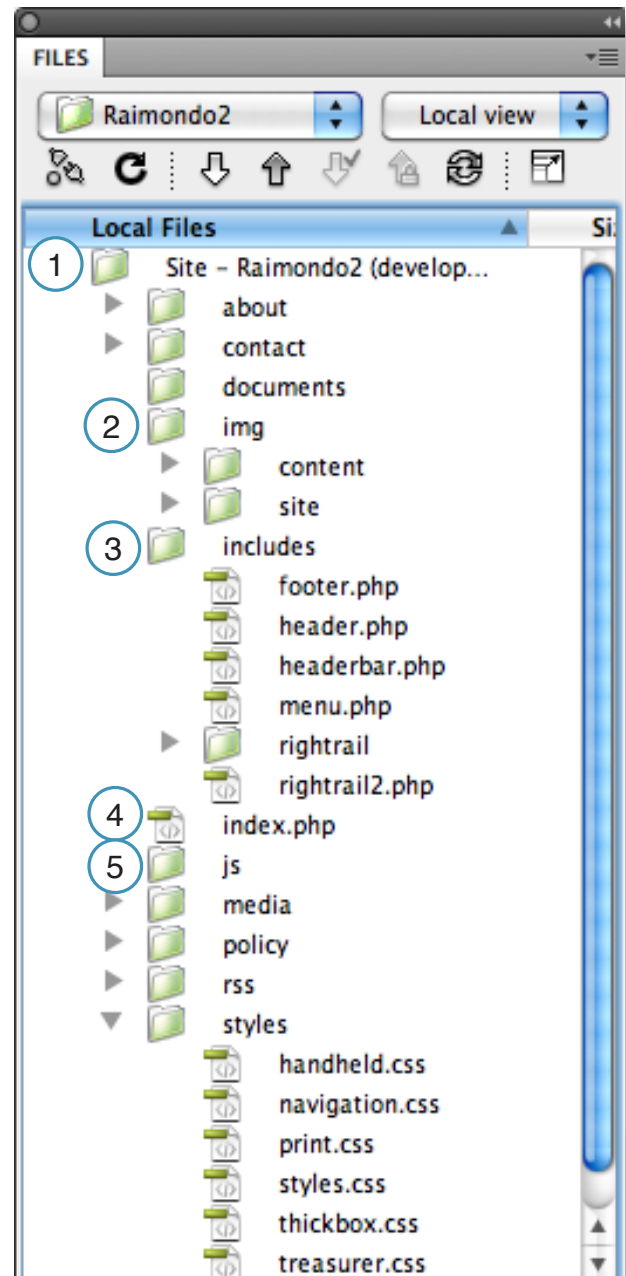
6. The *rss* folder (rss stands for Really Simple Syndication) contains a special file that produces RSS feeds for press releases.

7. The *styles* folder contains all the files that create the look and feel for the Web site.
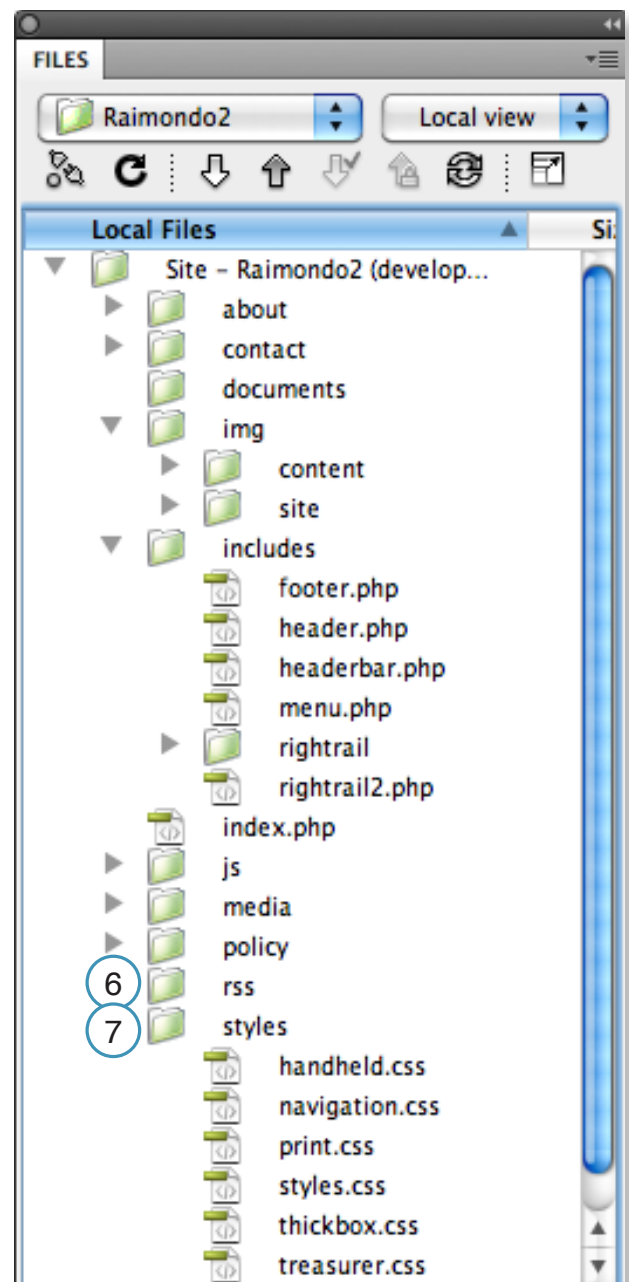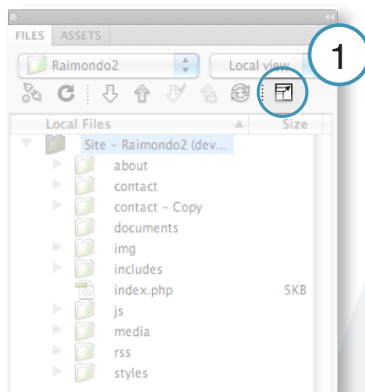
Uploading Local to Remote

Uploading files to the Web site.

The easiest way to view both remote and local files is using the expanded files panel view.

The expanded files panel view.

1. In the *Files* panel, click on the expanded view button. This will open the expanded files view.

Expanded files view.
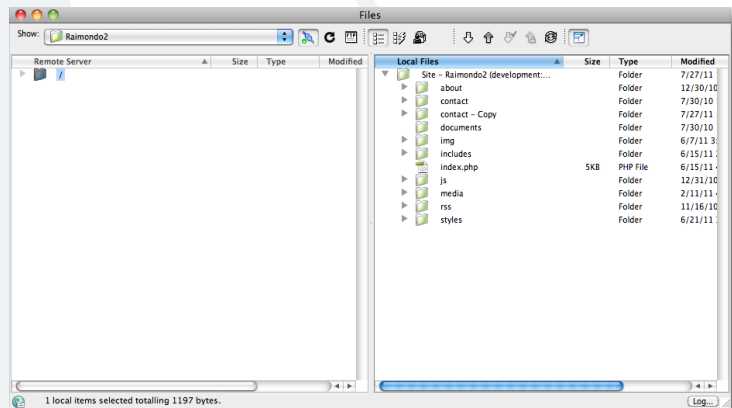
2. At the top of the window, click on the button that looks like a plug that is unplugged.

This button is how we will connect Dreamweaver to the remote server. Dreamweaver will make the connection and the button will turn into a solid plug.

Copying all files over for the first time from your local site to your remote server.
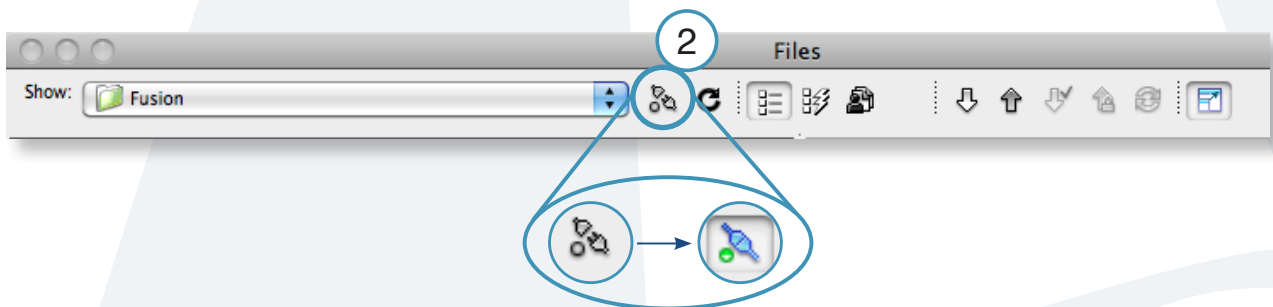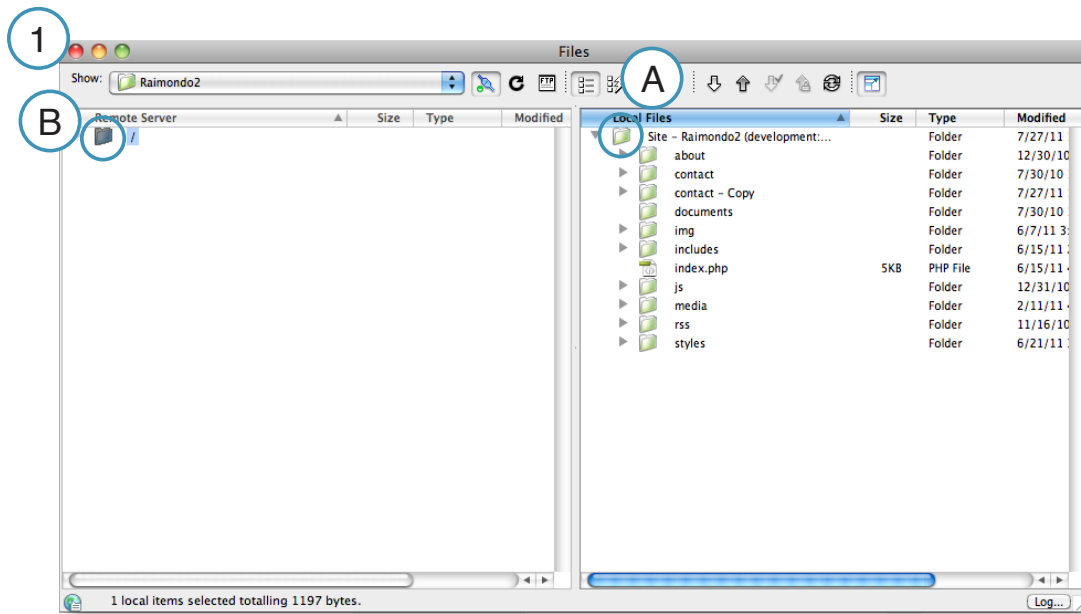
1. Click and drag the site folder from your local files (A) over to the site folder for the remote server (B) and drop the folder onto that folder.

A progress bar should appear letting you know that you are now copying over all the files. This step may take a while if you are copying over a lot of files.

2. Once that is done, your entire site is now on the test server and you will see all your folders now on the test server.
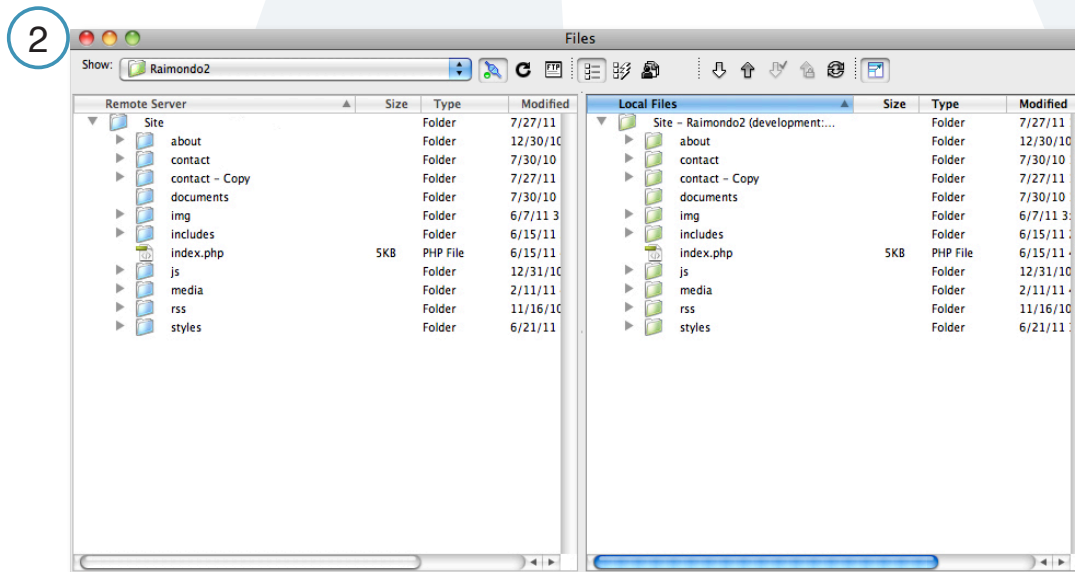
Using the link DoIt or IT Support has supplied, open your browser, paste or type the web address in and you will now see your test site in the browser window.

Copying individual files.

You can also copy individual files over when making updates to particular sections of the Web site.

1. Choose the folder or file to copy to the remote server.

2. Drag and drop the folder or file on top of the corresponding folder or file.
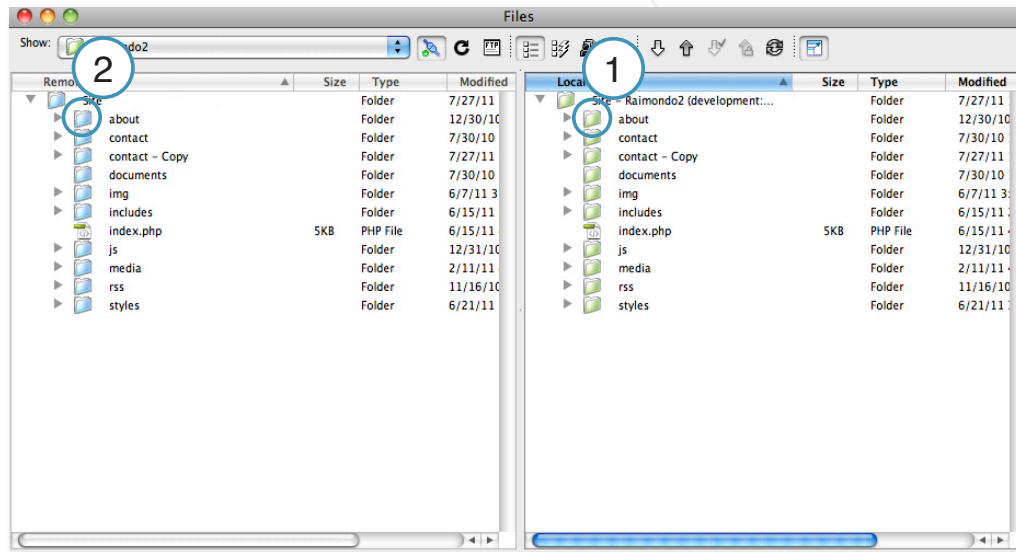
When copying folders and files, you may get a pop-up message similar to this:
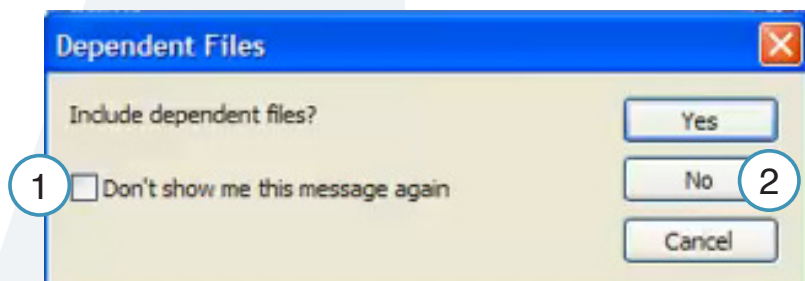
If you get this message,

1. Check the box: *Don't show me this message again*

2. Choose *No.*

This question is asking if you want to include all the files associated with the file and you will never need to do this.

Template Guidelines

How to best work with the RI.gov template.

If you haven't worked with RI.gov to create your agency Web site or template, please start by visiting: http://www.ri.gov/resource/

There you will find the Webmaker's resource, complete with tools, tips and tricks, and the RI.gov Workbook.

Take a moment download, fill out and fax to RI.gov at: (401) 831-8095, or email us at: rihelp@egov.com to get started right away!

First, before we begin to edit the pages, let's break the page up into sections and look at each individually.

Header

Each agency header is comprised of the following elements:

1. The Rhode Island Government State sliver
2. Agency seal, logo, or Rhode Island Seal (as appropriate)
3. Agency title
4. Photo montage, or branding elements (optional)

Header Guidelines:

• Statewide sliver is placed at the top of the header of all pages.

• Agency logo should be 80 pixels x 80 pixels, and either an official state seal or emblem, or agency / municipality logo, with standard blue background.

Please contact RI.gov if you need a custom agency / municipality seal or logo optimized for the template.

• Agency name should follow the standard template format - State or Rhode Island aligned top, followed by the agency name, with the department or division underneath

- where applicable. Header should be 80 pixels in height, and width should fit on a screen sized for 1024 x 768 resolution.
  If you need revisions to your header name graphic, please contact RI.gov for a new copy.

- Branding elements may be added to the right side of the header zone, with the following guidelines:

  Graphics, photos or other branding elements should either be placed on standard blue header background color, or should use a fade to create a smooth transition into the agency name.

  All branding elements must be sized to allow for logo, name and branding elements to all fit horizontally on a screen sized at 1024 x 768 resolution.

Header Bar

This area is designed to contain the following content elements:
1. Agency Site Search box
   Note: This is currently unavailable for municipality, or non-state agency sites.

2. Secondary link categories Links can be added to this area links that are general enough in scope to pertain to the entire site, but are of secondary importance to the main navigation categories. Good examples of this include "Contact Us" and "Press Releases".

Header Bar Guidelines:
- Secondary links should remain consistent throughout the site, and should be mirrored in the footer links are as well.

- Links should be of secondary importance to main navigation categories.

Breadcrumb Trail

Where am I? The bread crumb is designed to illustrate to the user where they are in relation to the rest of the site, how they got there, and how to get back as needed. Example:

Breadcrumb Guidelines:
- Links should be placed at the home page, followed by each successive level to the current page you are on, separated by a > sign.

- All levels, or pages should be linked to the appropriate section or page, with the exception of the current page - this should remain unlinked to avoid confusion, as it is the page you are currently viewing and does not require a link.

- Breadcrumb trail should always be used at the top of the content area, before the first content box h1 to avoid confusion and keep navigation consistency with other sites using the standard template.

Main Navigation

The main navigation is limited to **ONLY** the following:

Your main site categories. (That's it!)

Reason? It eliminates confusion by not cluttering the area with too much information. Only the main categories are shown and placing secondary information in sub-navigation.

Main Navigation Guidelines:
- Main navigation items should link **ONLY** to pages, or major sections of your site.

- Linking to other items such as PDFs, Word documents, or other Web sites should be reserved for the main content area, sub-navigation or right column as appropriate.

  Reason: Linking to other items or sites creates a break in the user experience - rather than being presented with a section of the Web site to view, the user unexpectedly, or without warning is presented with either a document, or entirely different Web site to navigate. If it is important to have a main category item link to either a document or another site, first have the main navigation item link to a page on your site that then links to this item from the content area on the corresponding page with an appropriate description
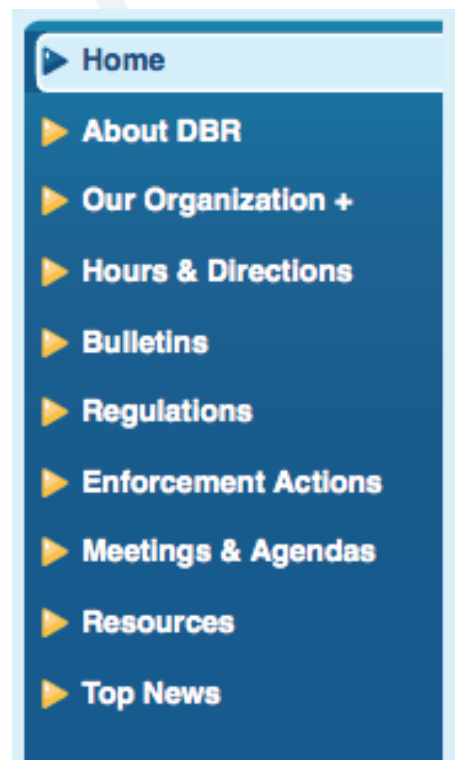
Sub Navigation

Sub Navigation can be used to assist the user in navigating major sub categories, or pages within a main navigation or category section. There are two styles available:
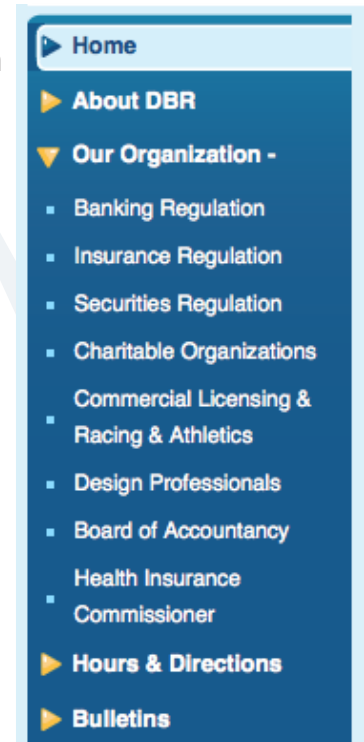
- Dynamic drop down menus

- In-page sub-navigation

Dynamic drop down menus
Controlled by javascript to show/hide subcategories as needed in the main navigation.

Guidelines:
- Subcategories must go only one level deep - no "sub sub categories".

- Subcategory links should remain consistent throughout the main category selected.

In-page sub-navigation
A second option for secondary navigation is using the in-page navigation. This places the secondary navigation next to the main content area.

Featured Links: (third column, or right column content)

This right column area can include the following:

- Related Links

- Press release headlines

- Highlights headlines (using the RI.gov toolbox) - See www.ri.gov/rex for more information

- Short snippets of content general in scope to the entire site, or related to the main content.

- Related association logos, sponsors, agency badges and seals.

Featured Links

- Governor Lincoln D. Chafee
- RI Licensing
- RI.gov

Featured Links Guidelines:

Third column content should not overly extend the length of the screen beyond the main content area. In other words, if the third column becomes the main reason a page is as long as it is, consider summarizing the content in the third column and linking to a page with the full text in the main content area. Or consider, moving the content in it's entirety to a main content area on a dedicated page.

Consumer News & Alerts   RSS

07/15/2011 10:00 EDT
Chrysler Issues Recall on Some Dodge Ram Models

07/07/2011 10:30 EDT
Attorney General Peter Kilmartin Urges Travelers to be Aware of New Scam Targeting Hotel Guests

06/23/2011 13:45 EDT
CONSUMER NEWS UPDATE: CPSC Announces Voluntary Recall on NAPA and FIREGEL brand gel fuels

Blog   RSS

*06/09/2011 11:53 EDT*
Next year in Jerusalem
I recently had the honor of completing a five day visit to Israel with nine other Attorneys General from around the country. The visit was co-sponsored by the National Association of Attorneys General, the America-Israel Friendship League and the Israeli Foreign Ministry. Â The purpose of the trip was to get a hands-on understanding of the structure of the Israeli government and its relationship with the United States. Â I must say, it became that and more.
Read more Â»

Example: Press releases list only the headline, while using a link to view the entire press release in the body of a page.

Reason: This helps limit scrolling and intervention to navigate content, and makes for a better designed web page.

Footer
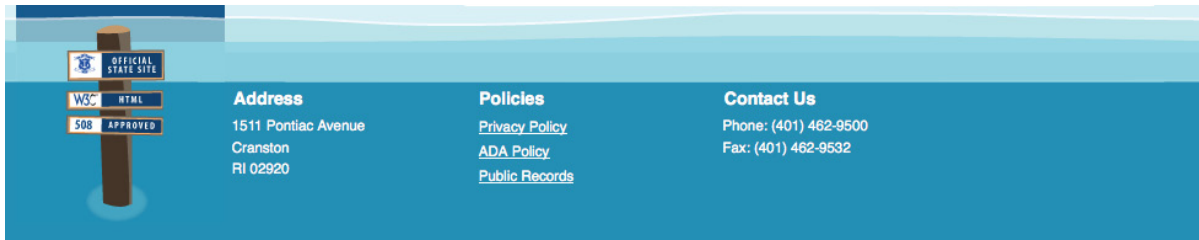
Much like the header bar, this are should accommodate links that are broad in scope to be used throughout the site, while not important enough to warrant space on the main navigation.

The footer consists of 3-4 columns of additional links.

Footer Guidelines:
- All agency sites should use, or link directly to the RI.gov privacy policy - located at: http://www.ri.gov/policies/

- Links placed here should mirror those in the header bar.

- Links placed in this region should be of secondary importance to those in the main navigation, but broad enough in scope to justify placement on every page of the site.

- ONLY text links should be placed here.

Main Content Area: (Center Column)

The main content area is the location for all primary content on your site. Using the template's CSS, (cascading style sheet) main content areas are divided into building blocks that can be assembled to best fit your content. The main content area options include:

1. Single Blocks per page
2. Multiple Blocks per page
3. Headline Boxes
4. Sub-headings
5. Lists
6. Images
7. Tables

Single Block

The most common layout is a simple one block layout per page. This allows for one primary headline (1) for the page's content area, followed by additional content (2) and sub-headers as needed.

Multiple Blocks

This format is useful if multiple content areas are needed that or are distinct enough to warrant their own content block, but are still related to the page as a whole.

Images

Images can easily be added to content area, and arranged as need be — this includes centering, as well as aligning left or right to allow for text to wrap around the image.

Guidelines:
Make sure the image is compressed for web (small enough for someone to download on a dial-up connection) and small enough in size to still fit in the main content area on an 800x600 screen.
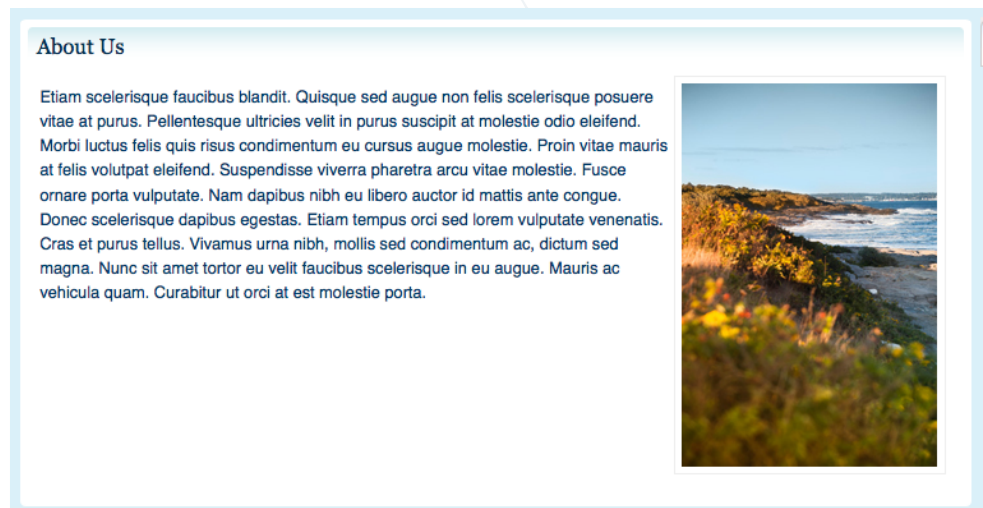
Tables

While the RI.gov template uses a fully CSS (no tables) design, the main content area is fully optimized to work with tables where appropriate for tabular data.

Guidelines:
To make sure your table works well with the full liquid, or expandable nature of the template, template widths must either not be set, or set to a percentage of 100 percent or less to ensure they remain within the main content area.

Editing Your Web Page

How to add content to your Web site.

Editing the page content in Dreamweaver.

In Dreamweaver, make sure you are in the *Design* view
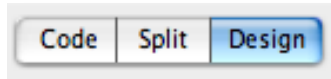
The main content will look like this:

1. The first section is the heading. To change the heading, place your curser where you want your heading to be or highlight the heading that is already there to change. Type in the text you would like.
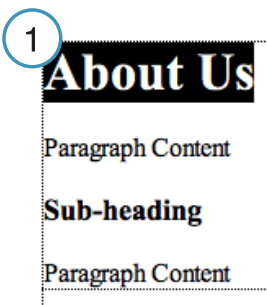
With this content highlighted, look at the *Properties* panel. Where *Format* is, you should see *Heading 1* selected. If you don't, click on the drop-down and choose *Heading 1*.
NOTE: Only one *Heading 1* should be used on the page.
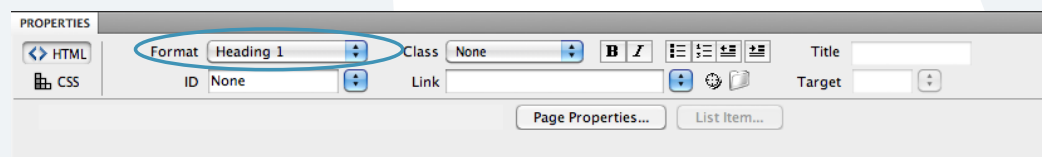
2. To change the content, place your curser where you want your content to be or highlight the content that is already there to change.

About Us

② Paragraph Content

Sub-heading

Paragraph Content

With this content highlighted, look at the *Properties* panel. Where *Format* is, you should see *Paragraph* selected. If you don't, click on the drop-down and choose *Paragraph*.

PROPERTIES

HTML   Format   Paragraph

CSS   ID   None
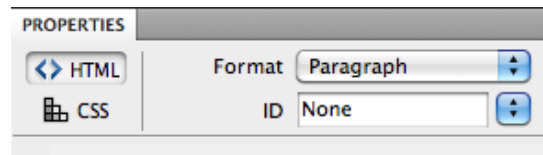
NOTE: All the styling and formatting for the Web site is located in an external file. This includes the font choices and colors. There is no need to change the font since that is already done for you. You can change basic formatting like bold or italic, similar to Word. In the *Properties* panel, you will see similar icons to make type bold or italic (2.1)

2.1

Format   Paragraph   Class   None   **B** *I*

ID   None   Link

3. To change the sub-heading, place your curser where you want your sub-heading to be or highlight the content that is already there to change.

About Us

Paragraph Content
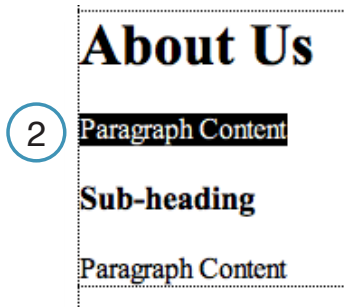
③ **Sub-heading**

Paragraph Content

With this content highlighted, look at the *Properties* panel. Where *Format* is, you should see *Heading 3* selected. If you don't, click on the drop-down and choose *Heading 3*.
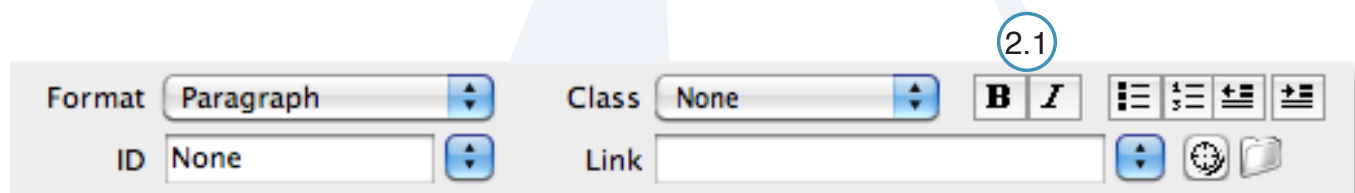
PROPERTIES

HTML   Format   Heading 3

CSS   ID   None
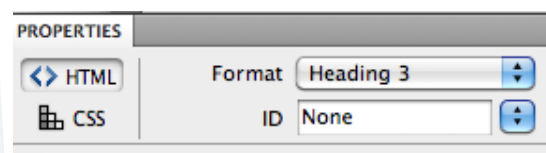
NOTE: There are other *Heading* choices that you can use. From the drop-down menu, you can select any of the following headings: *Heading 2, Heading 3, or Heading 4.*

None
Paragraph
Heading 1
Heading 2
✓ Heading 3
Heading 4
Heading 5
Heading 6
Preformatted
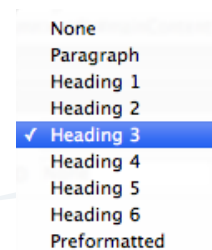
Creating a List.

Another type of content besides paragraphs is lists. A list will look like this:

Heading

- List Item 1
- List Item 2
- List Item 3
- List Item 4

In code view, a list looks like this:

```
1  <ul>
        <li>List Item 1</li>
   2    <li>List Item 2</li>
        <li>List Item 3</li>
        <li>List Item 4</li>
   </ul>
```
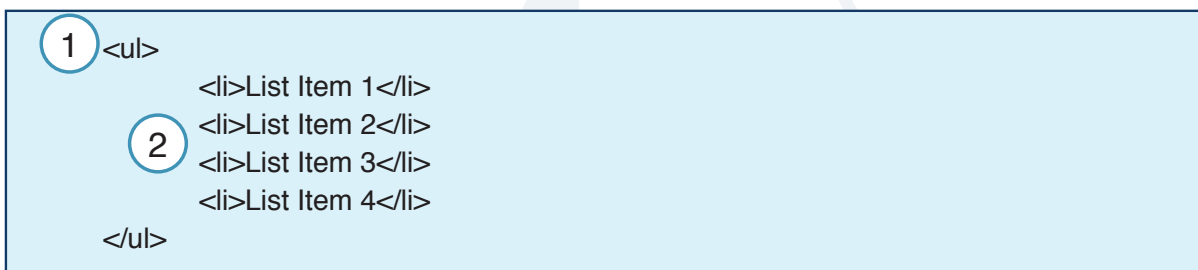
1. A list begins with a <ul> tag. The <ul> tag stands for unordered list. Inside the <ul> tags are the <li> tags.
   -There is a second type of list item, the <ol> tag. The <ol> tag stands for an ordered list and instead of seeing the bullet points, the list will be numbered starting with 1.

2. The <li> tag stands for list item. This is where the content for each list item goes.

Creating a list in Dreamweaver.

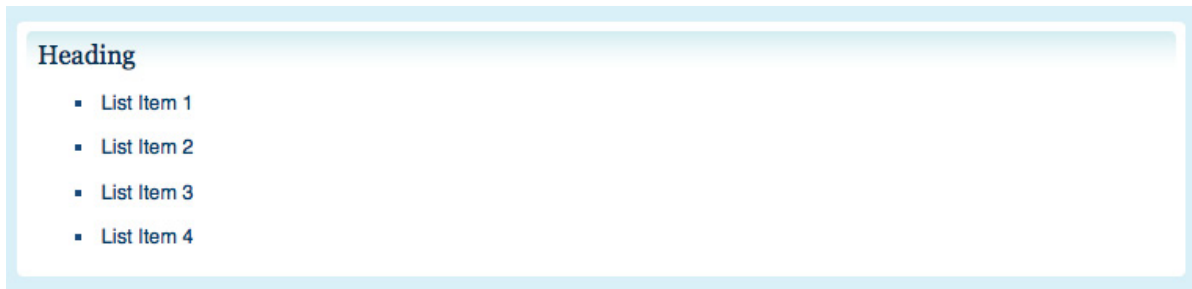1. To create a list, place your curser where you want the list to be or highlight the list that is already there to change.

Heading

- List Item 1
- List Item 2
- List Item 3
- List Item 4
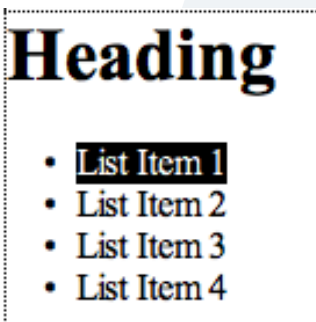
With this content highlighted, look at the *Properties* panel. Find the icons that look like the image below. To create an unordered list (a list with bullet points) click on the first box. To create an ordered list (a list with numbers) click on the second button.
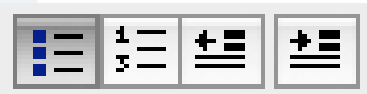
Adding an Image.
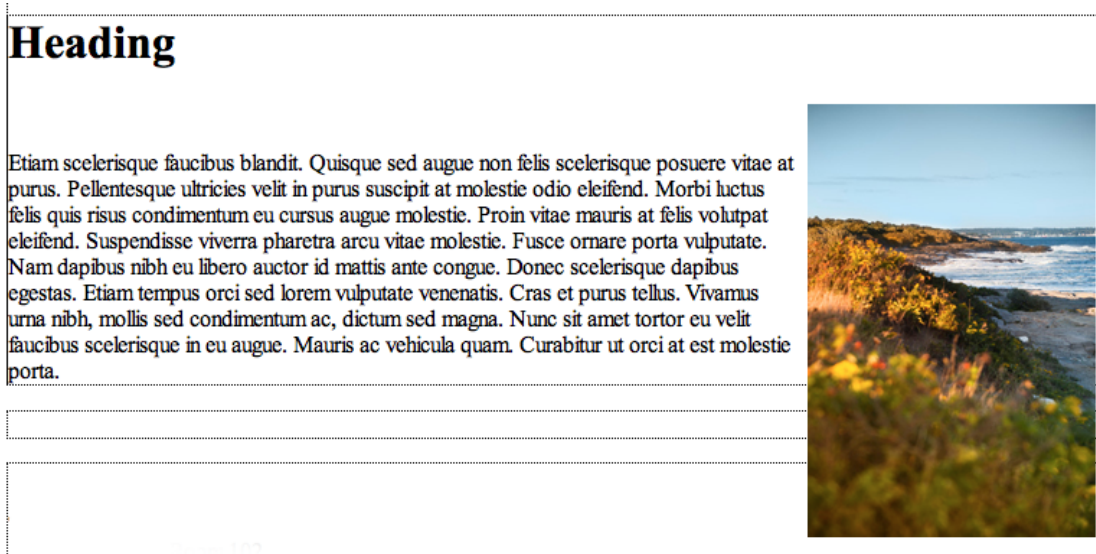
1. Make sure the image is small enough for someone to download on a dial-up and small enough to fit in the main content area on an 800x600 screen.

2. Out side of Dreamweaver, locate your Web site files.

3. Place the image into the *content* folder located in the *img* folder.

3. Go back to Dreamweaver and open the page you want to place the image.

4. Place the curser above, below or next to the content on the page where you want the image to be placed.

5. Go to the top menu, select *Insert / Image.*

6. In the window, navigate to the img folder then the content folder and select the image to use. Click *Choose.*
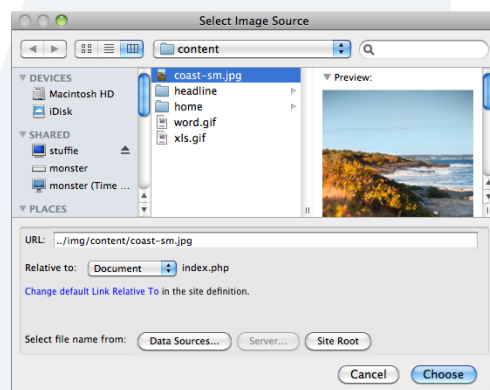
7. The next window is for accessibility. Fill out the *Alternate text* option in the window below. This is a brief but detailed description of what the image is about. Click *OK*.
NOTE: Filling out the *Alternative text* box satisfies the required State and Federal accessibility guidelines.

Image Tag Accessibility Attributes

Alternate text: ıe RI coast line

Long description: http://

OK

Cancel

Help

If you don't want to enter this information when inserting objects, change the Accessibility preferences.
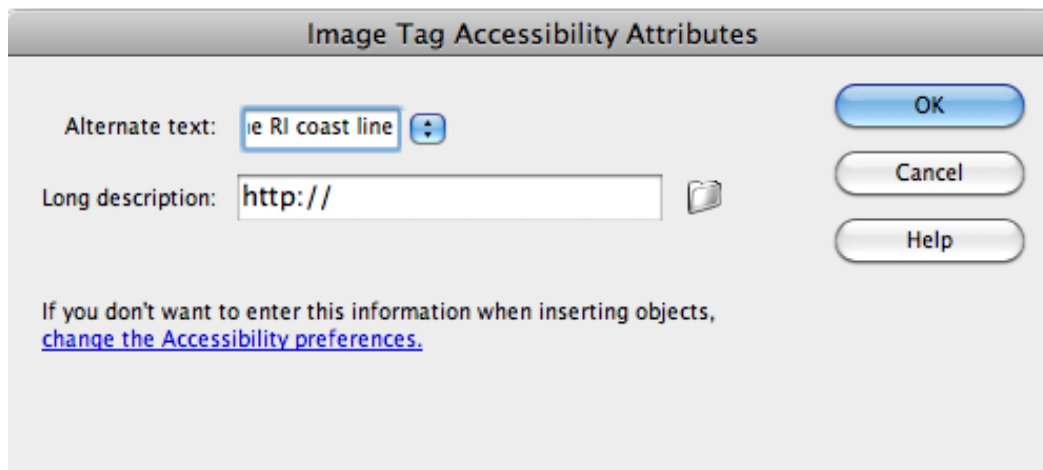
The image is now inserted into the page.

8. With the image selected, In the *Properties* panel, look for the *Align* option.

Align Right
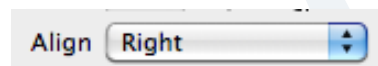
9. Select the orientation you would like the image to have from the drop down menu.

Default
Baseline
Top
Middle
Bottom
TextTop
Absolute Middle
✓ Absolute Bottom
Left
Right
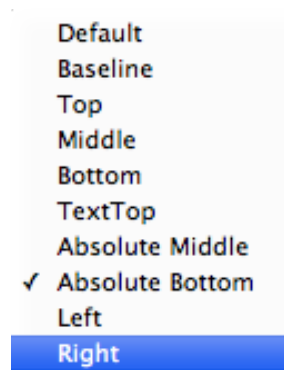
Adding a Table.

Heading	
Table Heading 1	Table Heading 2
Data 1	Data
Data 2	Data
Data 3	Data

1. To insert a table, place the curser where you want to insert the table, go to *Insert / Table.*

2. In the window, input the number of *Rows* and *Columns* that are desired.

3. **Table width**:
    -100% will make it fit the entire content area

4. **Header**: This option places a row or column header into your table.
    -*None* for no header
    -*Left* to place the headings as a column
    -*Top* to place headings as a row
    -*Both* gives you headings for the columns and rows.

5. **Caption**: add a caption for what the data in the table is about.

6. **Summary**: a brief summery about the contents of the table.

7. When done, click *OK*

You will now have a table similar to this in Dreamweaver, with your chosen number of rows and columns

Add the content to the table.

1. Place the curser inside one of the boxes. Begin typing the data for that place.

Below, this table example is 4 rows, 2 columns and has a header along the top and has a width of 100%

Table Heading 1	Table Heading 2
Data 1	Data
Data 2	Data
Data 3	Data

Below, is an example of how it appears on the site.

Table Heading 1	Table Heading 2
Data 1	Data
Data 2	Data
Data 3	Data

Creating a Link.

There are three types of links: an email link, a link to a page within your site, and an external link.

Email Links.

1. Highlight the text you want to use for the email link

2. In the Properties panel, find the Link option.

① Email link

Check out Google!

Learn more about us!

PROPERTIES

<> HTML   Format Paragraph   Class None   **B** *I*

CSS   ID None   ② Link
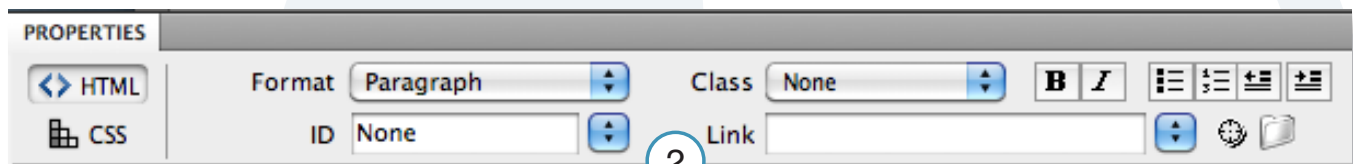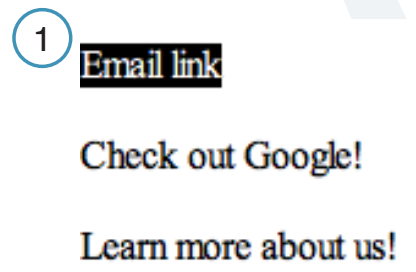
3. Type this into the box: mailto:example@gmail.com (make sure to put in the actual email address.) Then press *Return* or *Enter* on the keyboard.

③ Link mailto:example@gmail.com
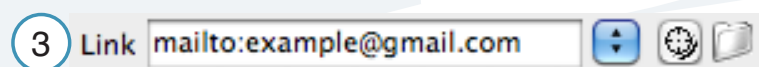
4. Once you have typed in the mailto text, your highlighted words should look like this:

Email link

Learn more about us!

Check out Google!
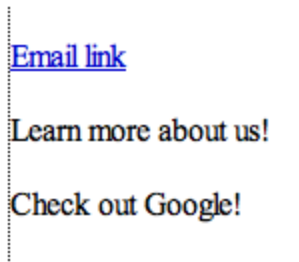
Internal Page Links: Linking to other pages on your site.

1. Highlight the text you want to use for the link.

2. In the *Properties* panel, find the *Link* option.

3. Click on the folder next to the link box

Email link

(1) Learn more about us!

Check out Google!

PROPERTIES
<> HTML   Format Paragraph   Class None   B I ≔ ⋮≔ ±≣ ±≣
CSS   ID None   (2) Link   ⊕ 📁 (3)

4. A window will pop-up to navigate to the location of the page you would like to link to. Navigate to the page you want to link to, select it and click *Choose*.
NOTE: You can also link to a PDF, Word, Excel and other files using the same method. See the guidelines below for linking to files.

(4)

Select File
RAIMONDO2
▼ DEVICES
  Macintosh HD
  iDisk
▼ SHARED
  monster
  stuffie
  monster (Time ...
  monster2
    about
    contact
    documents
    img
    includes
    index.php
    js
    media
    new-page
URL: ../
Relative to: Document index.php
Change default Link Relative To in the site definition.

Select file name from: Data Sources... Server... Site Root
                                Cancel Choose

Guidelines for linking to files:
-Before creating a link to a file, place the file (PDF, Word doc, Excel, Powerpoint, ect. into a folder on the site named Documents. If no folder exists, go ahead and create one. Then navigate to the Documents folder and select the file you want to link to.

5. After you select the page or file, the path will show up in the *Link* box.

⑤ Link ../about/biography/index.php
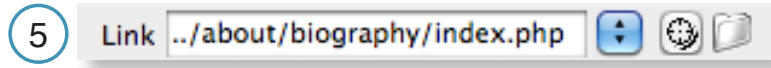
6. The highlighted text will now be a link to a page on your site or a file.

⑥ Email link

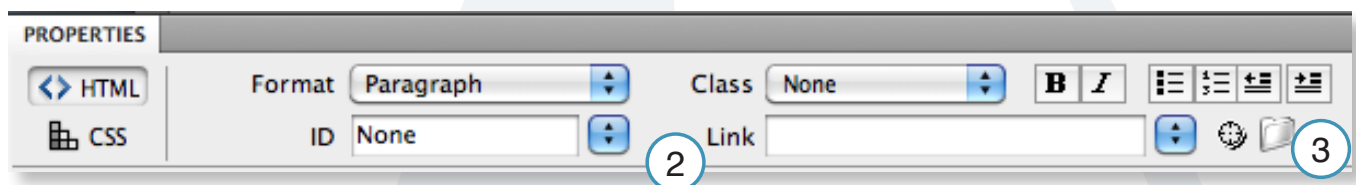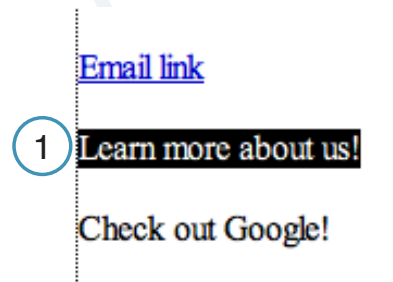Learn more about us!

Check out Google!

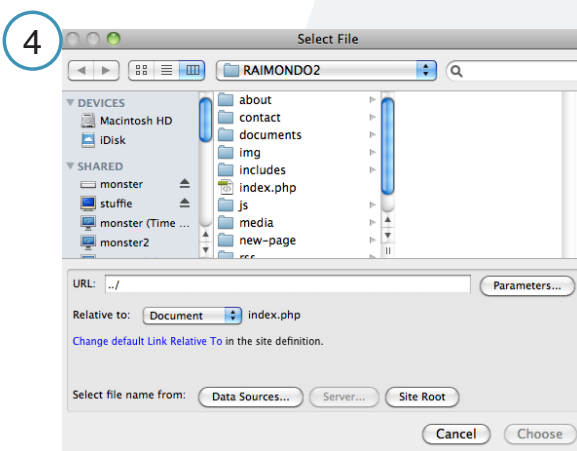**External Page Links: Linking to other Web sites.**

1. Highlight the text you want to use for the link.

2. In the *Properties* panel, find the *Link* option.

Email link

Learn more about us!

① Check out Google!

PROPERTIES

<> HTML   Format Paragraph   Class None   **B** *I*

CSS   ID None   ② Link

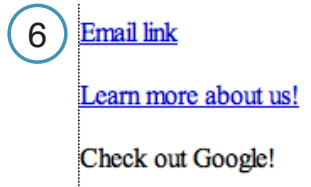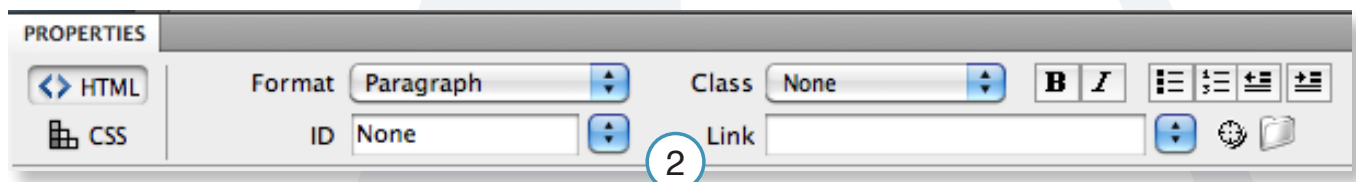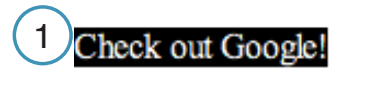3. Type in or copy and paste the complete web address for the Web site you want to link to.
NOTE: Make sure to write the entire address including the http://.

③ Link http://www.google.com
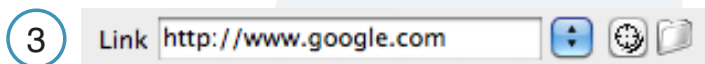
4. Press the Return or Enter Key when done and the text should now look like this:

Email link

Learn more about us!

④ Check out Google!
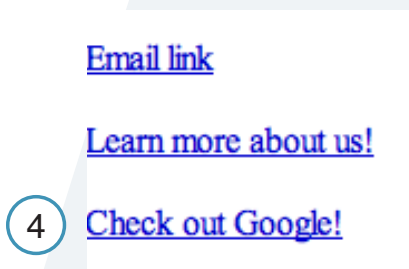
Creating blocks of content.

A Single block of content.

A single block of content will look like this on your Web site:

About Us

Etiam scelerisque faucibus blandit. Quisque sed augue non felis scelerisque posuere vitae at purus. Pellentesque ultricies velit in purus suscipit at molestie odio eleifend. Morbi luctus felis quis risus condimentum eu cursus augue molestie. Proin vitae mauris at felis volutpat eleifend. Suspendisse viverra pharetra arcu vitae molestie. Fusce ornare porta vulputate. Nam dapibus nibh eu libero auctor id mattis ante congue. Donec scelerisque dapibus egestas. Etiam tempus orci sed lorem vulputate venenatis. Cras et purus tellus. Vivamus urna nibh, mollis sed condimentum ac, dictum 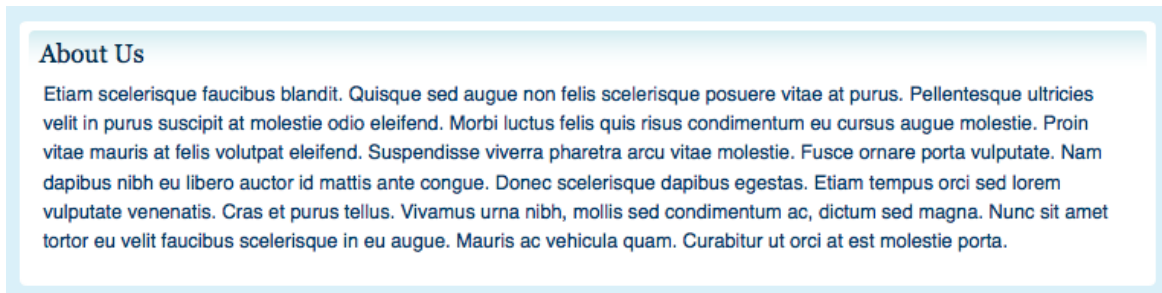sed magna. Nunc sit amet tortor eu velit faucibus scelerisque in eu augue. Mauris ac vehicula quam. Curabitur ut orci at est molestie porta.
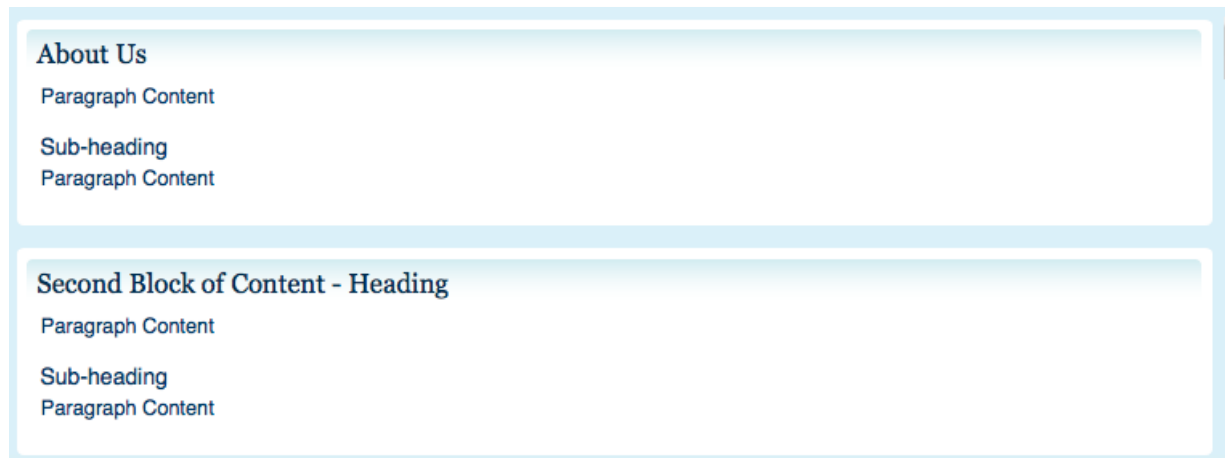
To create a single block of content, use the code below:

```
1  <div class="lightblueContent">
2      <h1>About Us</h1>
        <p>Paragraph Content</p>  3

        <h3>Sub-heading</h3>  4
        <p>Paragraph Content</p>
   </div>
```

1. The <div>, </div> creates the block for the content.

2. Inside the box, contains the first heading (<h1>, </h1>).
   -There are four different *<h>* tags: <h1>, <h2>, <h3>, and <h4>. The <h1> is used as the main heading for each block of content. The <h1> should only be used once per block. Using it more then once in a single block will cause aesthetic issues with the style sheet.

3. The <p>,</p> tags are paragraph tags and is where the actual content goes that appears on the Web site.

4. Use the <h2>, <h3>, and <h4> tags for all sub-headings.

Multiple blocks of content.

Multiple blocks of content will look like this:

To create the look for multiple blocks of content, use the following code:

```
1  <div class="lightblueContent">
       <h1>About Us</h1>
       <p>Paragraph Content</p>

       <h3>Sub-heading</h3>
       <p>Paragraph Content</p>
   </div>

   <div class="lightblueContent">
2  <h1>Second Block of Content - Heading</h1>
       <p>Paragraph Content</p>

       <h3>Sub-heading</h3>
       <p>Paragraph Content</p>
   </div>
```

1. Copy the entire <div> from the opening tag, <div class="lightblueContent"> to the closing tag, </div> and paste right below the <div> you just copied.

2. Rename the <h1> for this second block of code. And fill in the rest of your content.
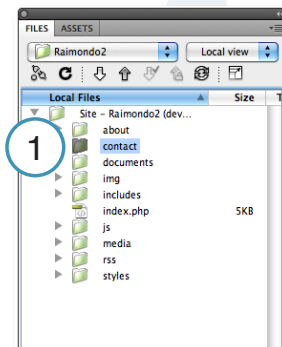
Creating a New Section

Adding a section to the site.

Dreamweaver's *Files* panel makes it easy to update and create new pages for your site.

Creating a New Section.

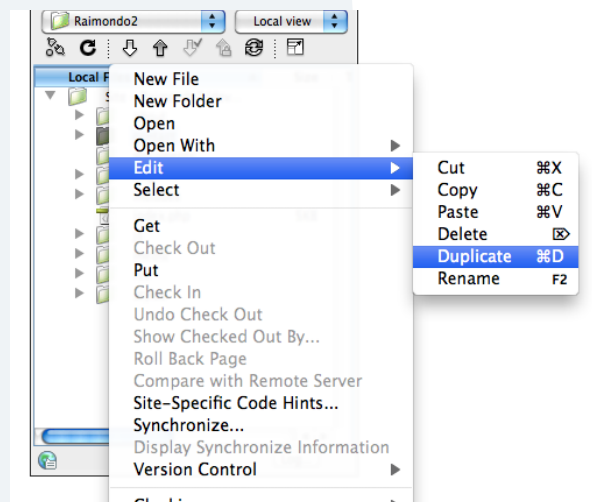To create a new section for your site, duplicate an existing folder.

1. Select a folder to duplicate.

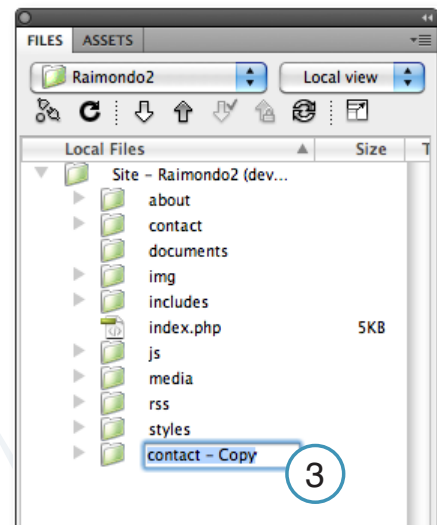2. Right-click the folder to get the pop-up menu.

   -Choose *Edit / Duplicate* from the pop-up menu.

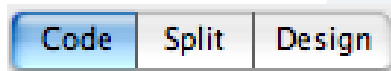   -The new folder will be placed at the bottom of the *Files* panel.

3. Rename the new folder that you just created.

(Make sure to use all lowercase characters, no spaces and no special characters when renaming the new folder.)

4. Open the index.php in the new folder.

5. Switch to Code view.

6. At the very top, look for the first line of code that looks like this:

```
<? $title="About Us"; ?>
```

This code is the title of the page. Between the double quotes, rename the new page. (It may contain capital letters and spaces.) Your new page is ready to go, you can switch back to design view and can edit your content accordingly.

Next, you need to create the link for it in the menu. For instructions on how to do this, go to page 33.

Adding to the Main Menu

Creating a new Menu item.

Adding to the Main Menu, Part 1 of 2.

After you create a new page, you are now ready to add the new section to the main menu.

1. In your files panel, look for your *includes* folder and open menu.php.
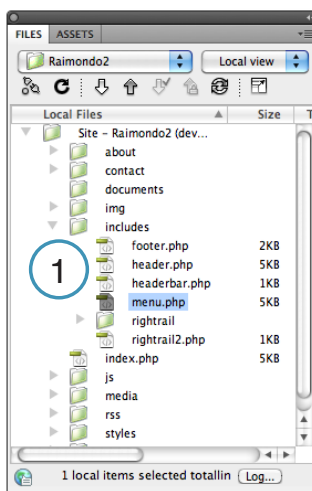
2. Then click on *Code* to view the code.
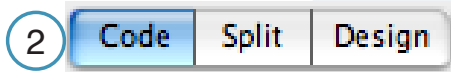
3. Find the part of the code that looks like this:

NOTE: You will likely have more menu items then what appears here.

```
<div id="mainNav">
    <ul>
        <li class="home"><a href="<?=$url_prefix?>/">Home</a></li>

        <li class="about"><a href="<?=$url_prefix?>/about/">About</a></li>
    </ul>
</div>
```

4. Highlight one of the <li> lines. Go to *Edit / Copy*

```
4    <div id="mainNav">
            <ul>
                <li class="home"><a href="<?=$url_prefix?>/">Home</a></li>

                <li class="about"><a href="<?=$url_prefix?>/about/">About</a></li>
            </ul>
     </div>
```
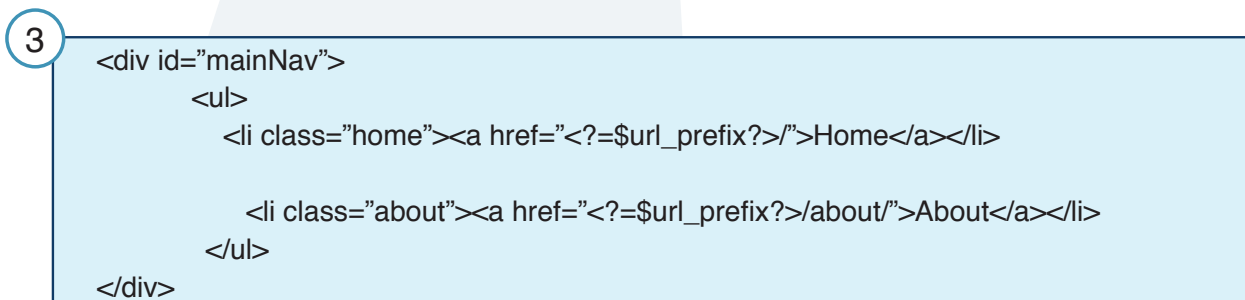
5. Then find where you want the new menu item to be (here, it is pasted on the bottom of the list so it will be at the bottom of the menu on the Web site) and go to *Edit / Paste*

```
5    <div id="mainNav">
            <ul>
                <li class="home"><a href="<?=$url_prefix?>/">Home</a></li>

                <li class="about"><a href="<?=$url_prefix?>/about/">About</a></li>

                <li class="about"><a href="<?=$url_prefix?>/about/">About</a></li>
            </ul>
     </div>
```

6. Next, rename the new line that you just added. Make sure to change the name in three places: **NOTE: A and B shown below should be the same and should match the new folder name.**

   A. Change the *class* name. This **must** be all lowercase, no spaces and no special characters and should match the new folder name.

   B. Change the path name (URL). The path name is where the new menu item is located or the URL link for the new page. The name here should match the name of the folder you duplicated in the *Create a new Page* instructions. This **must** and should be all lowercase, no spaces and no special characters.

   C. Change the name of the link that will be visible in the menu on the Web site. This can contain capital letters, special characters and spaces.

```
6    <div id="mainNav">
            <ul>
                <li class="home"><a href="<?=$url_prefix?>/">Home</a></li>

                <li class="about"><a href="<?=$url_prefix?>/about/biography/">About</a></li>

                <li class="contactus"><a href="<?=$url_prefix?>/contactus/">Contact Us</a></li>
            </ul>          A                                    B                    C
     </div>
```

In-page Sub-navigation

Creating a new sub-navigation.

In-page sub-navigation basics.

For the creation of in-page sub-navigation, a sub-navigation template file will be used. Contact RI.gov for a template file.
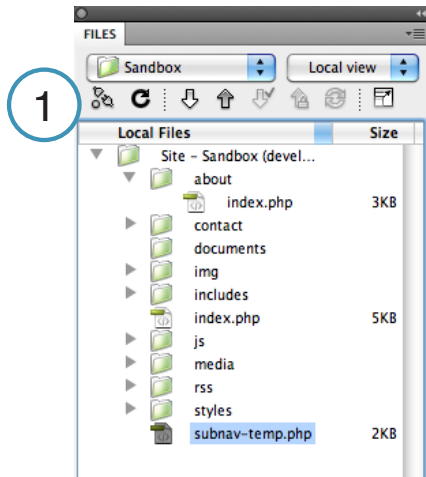
The sub-navigation resides within the content area, sliding over the main content for the page. The categories for the sub-navigation (A) should relate to the main navigation category (B).
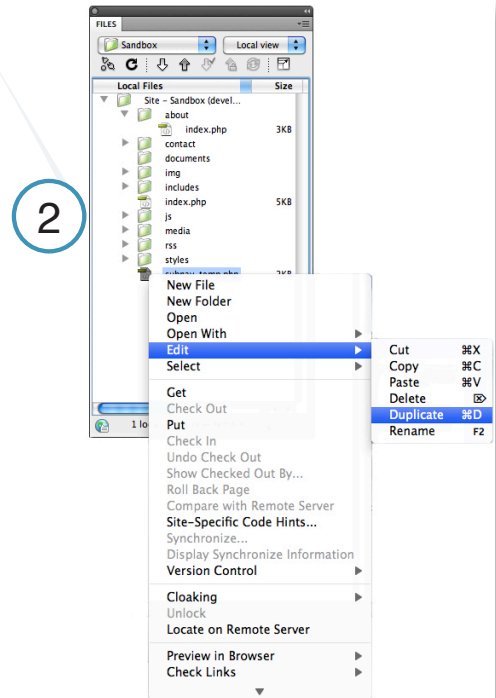
Creating the sub-navigation: Part 1 of 4.

Implementing the sub-navigation template file.

1. Place the sub-navigation file into the root folder for the Web site.
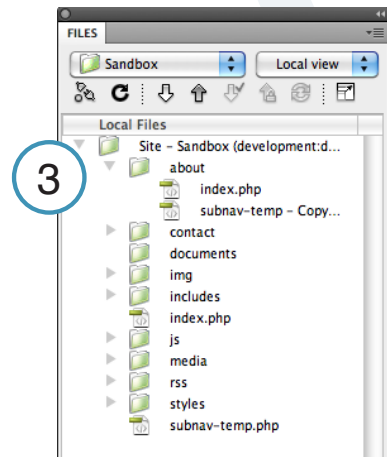

2. Duplicate the file by right-clicking to get the pop-up menu. Then go to *Edit / Duplicate*.
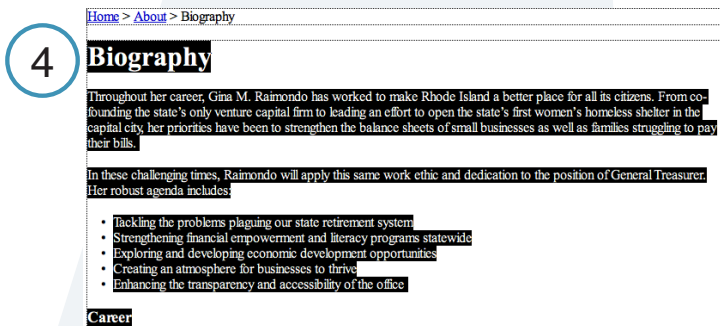

3. Place the new duplicated file into the folder we are adding the sub-navigation to.
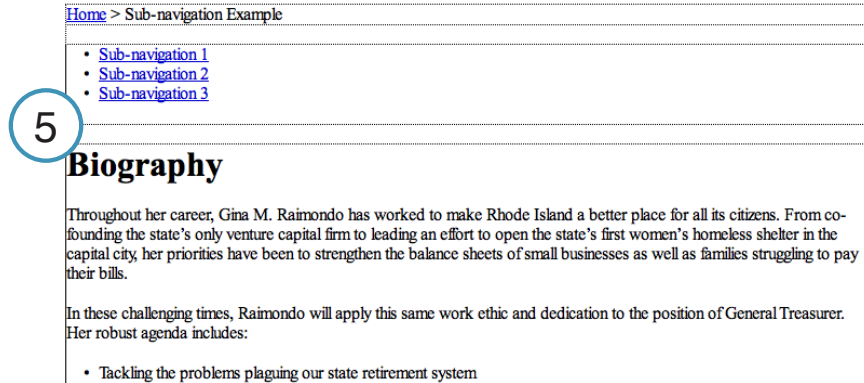
    -For example: place the new duplicated file into the about folder to add sub-navigation for the about page.

4. Open the original index page and highlight all the content on the page. Go to: *Edit / Copy*.

5. Open the new duplicated sub-navigation template file and highlight all the content on the page. Go to: *Edit / Paste*.

Home > Sub-navigation Example

- Sub-navigation 1
- Sub-navigation 2
- Sub-navigation 3

Biography

Throughout her career, Gina M. Raimondo has worked to make Rhode Island a better place for all its citizens. From co-founding the state's only venture capital firm to leading an effort to open the state's first women's homeless shelter in the capital city, her priorities have been to strengthen the balance sheets of small businesses as well as families struggling to pay their bills.

In these challenging times, Raimondo will apply this same work ethic and dedication to the position of General Treasurer. Her robust agenda includes:

- Tackling the problems plaguing our state retirement system
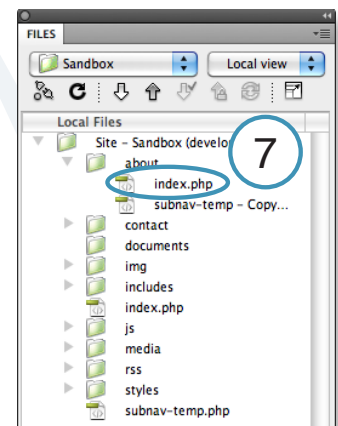
All the content should now be transferred to the new duplicated sub-navigation template file.

6. Save and close both files.

7. Back in the *Files* panel, delete the original index.php file.

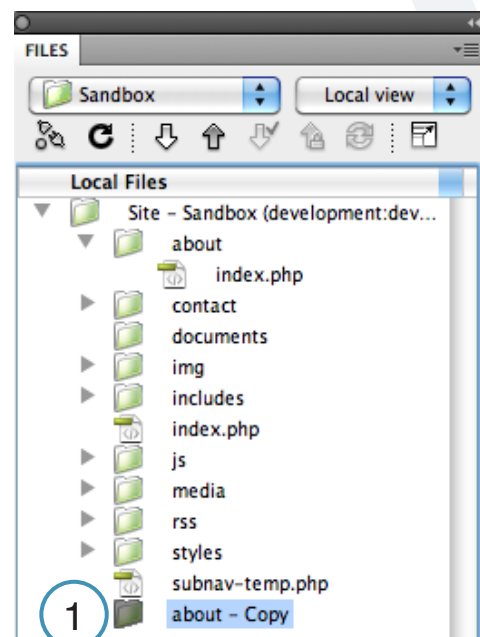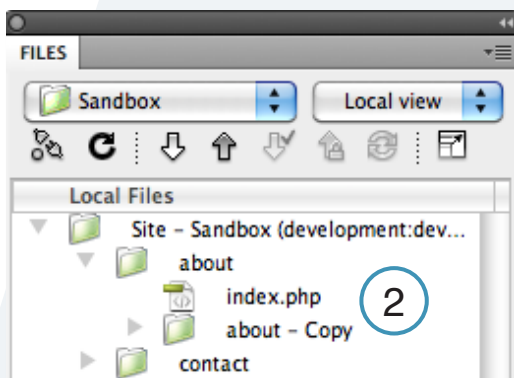8. Rename the new duplicated sub-navigation template file to index.php.

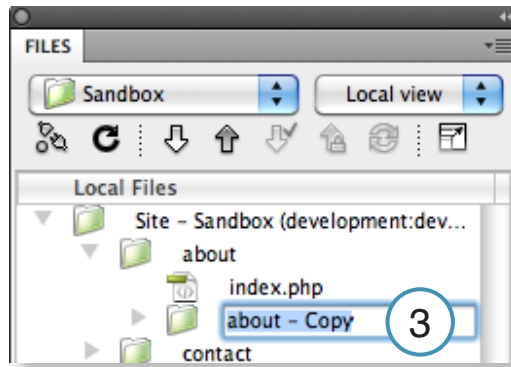## Creating the sub-navigation: Part 2 of 4.

Creating the other sections for the sub-navigation.

1. In the *Files* panel, duplicate the folder we just updated for the sub-navigation.
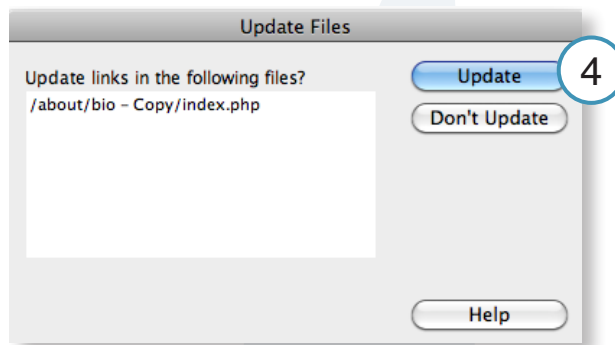
2. Move the duplicated folder into the original folder we just copied.
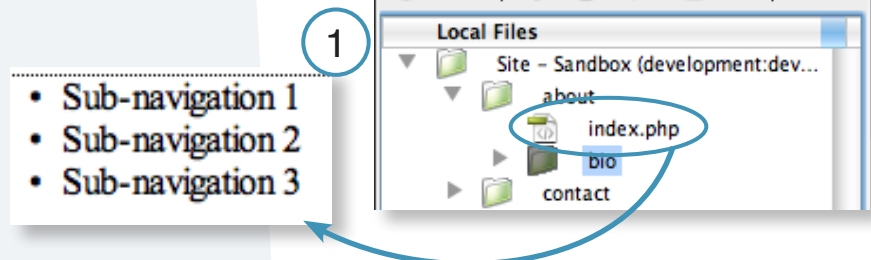
3. Rename the new duplicated folder.

4. A pop-up window will ask if you want to update the links. Choose *Update*

## Creating the sub-navigation: Part 3 of 4.

Linking the pages together.

1. Open the index page in the folder where we have built our sub-navigation. At the top, there is a list of links. These are the sub-navigation links.
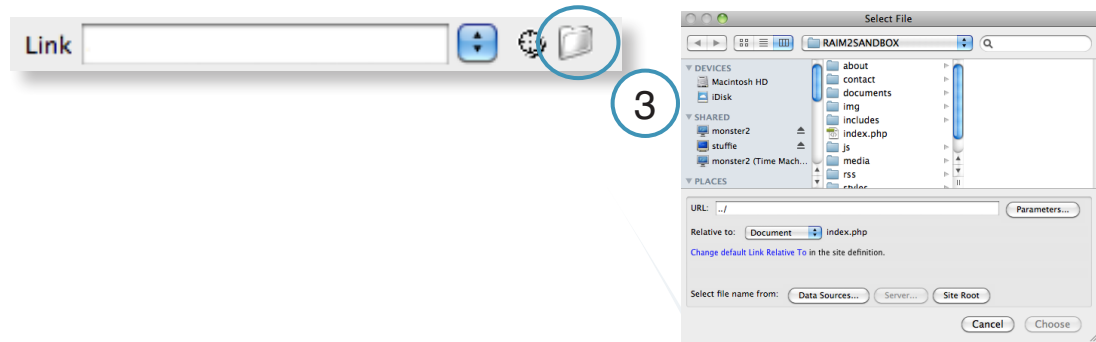

- Sub-navigation 1
- Sub-navigation 2
- Sub-navigation 3

2. Highlight and change the name for the link to match the main folder name.

- About
- Sub-navigation 2
- Sub-navigation 3
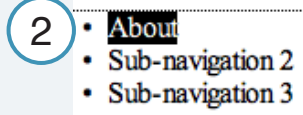
3. Highlight the type then go to the *Properties* Panel.
   -Click on the folder to open the window to navigate to the file we created in Part 2.

4. Repeat the above steps for the other items in the list. Rename, highlight and navigate to the file to link each item.

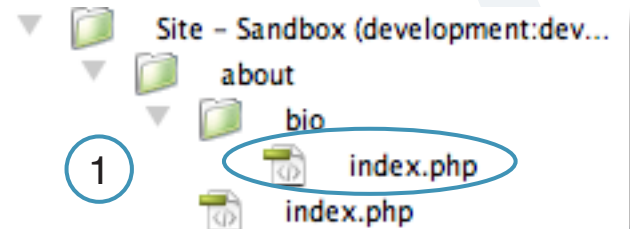
- About
- Biography
- Key Personal
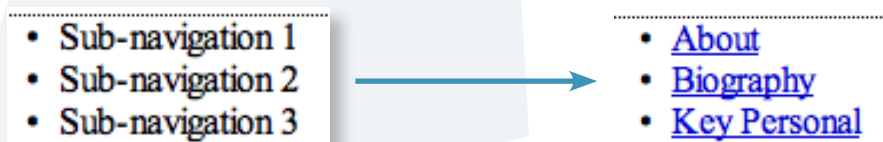
5. Save and close the file.

Creating the sub-navigation: Part 4 of 4.

Continuing to link the sub-navigation pages.

1. Open the index.php file in the sub-navigation folder.

2. Repeat the steps in Part 3 for this file updating the sub-navigation links.

- Sub-navigation 1
- Sub-navigation 2
- Sub-navigation 3

→

- About
- Biography
- Key Personal

Tips and Tricks

Tips to get the most out of your Web site.

"My page is broken!"

Nine times out of ten, this is due to either an extra closing </div> tag, or a missing closing </div> tag on your page.

In other words:
For a content box on your page:

About Us

Etiam scelerisque faucibus blandit. Quisque sed augue non felis scelerisque posuere vitae at purus. Pellentesque ultricies velit in purus suscipit at molestie odio eleifend. Morbi luctus felis quis risus condimentum eu cursus augue molestie. Proin vitae mauris at felis volutpat eleifend. Suspendisse viverra pharetra arcu vitae molestie. Fusce ornare porta vulputate. Nam dapibus nibh eu libero auctor id mattis ante congue. Donec scelerisque dapibus egestas. Etiam tempus orci sed lorem vulputate venenatis. Cras et purus tellus. Vivamus urna nibh, mollis sed condimentum ac, dictum sed magna. Nunc sit amet tortor eu velit faucibus scelerisque in eu augue. Mauris ac vehicula quam. Curabitur ut orci at est molestie porta.

This content box is controlled by an opening and closing container, or in HTML, a pair of <div> tags - one to open <div> and one to close </div>

This container (one called "light blue content" in the example above) is then transformed by the style sheet into the look you see above.

However, what can happen if the box is not properly closed with a closing </div> tag (note the /), is that this style for the content box is no longer contained to the area it should be, and is now free to cascade into other page elements where it doesn't belong.

By the same token, if you end up with an additional </div> tag in your main content area, elements that need to control the layout and other style elements on the page, can be prematurely closed, resulting in errors when rendering the page.

What to do:
If you're using Dreamweaver, use the "split" view, then highlight the text in your content box.

| Code | Split | Design |
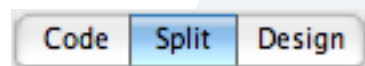
You should now see your text highlighted in both the design area in the bottom half of the screen, as well as in the code view at the top of the screen. Check the code in the code view - your content box should begin with an opening div statement that looks like this:

```
<div class="lightblueContent">
    Your content in the middle, with a closing div at the end like the one in this example.
</div>
```

If you have an additional closing </div> tag, or don't have one at all rectify by adding or deleting one in the code as necessary.

"I need more padding!"

To add more padding to almost anything, wrap the content in question in the following:

```
<div class="content">
    Your padded content goes here
</div>
```

This will add 4 pixels of padding to anything contained inside - pictures, text, you name it.

Feedback / Next Steps

Get in touch with us.

Questions? Comments? Get in touch with us!

Contact us:

Danny Chapman
E-mail: dchapman@egov.com
Phone: (401) 831-8099 x240

Leslie B. Mann
E-mail: lmann@egov.com
Phone: (401) 831-8099 x280

Visit the Web Maker's resource online at: www.ri.gov/resource/